



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ENVIRONMENTAL HEALTH SPECIALIST IV	38	B	10.526
ENVIRONMENTAL HEALTH SPECIALIST III	36	B	10.529
ENVIRONMENTAL HEALTH SPECIALIST II	34	B	10.532
ENVIRONMENTAL HEALTH SPECIALIST I	32	B	10.535

SERIES CONCEPT

Environmental Health Specialists are responsible for conducting drug licensing investigations; label review, sampling and inspection of drug and cosmetic manufacturing plants; inspection of dairies and milk processing plants; certification of septic systems; inspection of food warehouses, traditional food and drink establishments, health facilities, public institutions and other related facilities to ensure compliance with State laws and regulations.

Investigate water borne and food borne illnesses, epidemics, vector control problems, public nuisances or other public health problems for public protection by conducting food, water and other material sampling (chemical, bacterial, radio nuclide, parasite and turbidity samples); analyze data; perform follow up interviews with patients and others; survey sites in the field and record and analyze observations and data to identify and solve problems and to protect the public health.

Conduct a variety of inspections and evaluations to protect the public health including restaurants, bars, delicatessens, markets, bakeries, food processors, hotels, motels, recreational vehicle parks, dairies, milk plants, milk haulers, septic systems, private wells, pools, spas, food warehouses, hospitals, health care facilities, schools, septic tank pumper trucks, child care centers, bottled water plants, labor camps, jails, State institutions and temporary food events such as fairs; record observations; analyze data received and/or recorded including temperature reporting charts in dairies and milk processing plants, turbidity measurements and pool/spa records; inform operators or owners of deficiencies and violations, and initiate corrective actions or enforcement procedures to ensure compliance with health codes.

Conduct inspections and investigations of landfills and public sewage systems in accordance with the requirements of the Division of Environmental Protection.

Certify real property for well water quality and septic system certification for Federal Housing Administration (FHA), Veterans Administration (VA), and other mortgages by on-site evaluations, water sampling and septic tank inspections.

Represent the Food and Drug Commissioner when inspecting drug and cosmetic plants; conduct periodic inspections; summarize observations and data analyzed in a report and make written recommendations; issue directives in the field if conditions are hazardous to health, to include closures or impounding of drugs pending further legal action.

Apply sound practices and principles and related field experience to the review of engineering and other plans for establishments and businesses regulated by the section for conformance with the Nevada Administrative Code (NAC); review plans for housing subdivisions, food establishments, spas, pools, warehouses, health facilities, institutions, hotels, motels, and septic systems including an evaluation of new products to ensure conformance with health regulations; review equipment specifications and technical data and perform on-site inspections as needed.

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SERIES CONCEPT (cont'd)

Enforce applicable NAC and Nevada Revised Statutes (NRS) for public health protection; document on-site observations; compile data and write reports; follow up on inspections to ensure compliance; appear in court as an expert witness as required.

Compile data and write technical reports and recommendations using data which has been gathered through field observations, evidence and lab analysis; prepare data to ensure integrity for future legal actions; prepare press releases, official notices and letters of advice.

Represent the Food and Drug Commissioner in emergencies involving food (truck wrecks, restaurant fires) by accepting call-back response; visit the site and evaluate the immediate public health danger; issue directives to protect persons at the site; inspect the food, drug and cosmetic products, and quarantine or condemn as required.

Evaluate current health codes and needs; draft proposals for changes in regulations and statutes for public health protection.

Represent the division's position at official meetings between agencies and individuals; organize and participate in training to present information and discuss programs, regulations and trends; provide information and technical assistance to the general public and regulated community.

Organize evidence and documentation for presentation to the State Board of Health, State Health Officer, Division Administrator and at administrative hearings.

Coordinate work with federal, State and local agencies (FDA, EPA, county health departments) regarding public health matters; consult with other professionals such as engineers, land surveyors, architects, nurses and physicians on health concerns.

Perform related duties as assigned.

CLASS CONCEPTS

Environmental Health Specialist IV: Under general direction, incumbents act as a full supervisor to lower level Environmental Health Specialists, rating and survey officers, staff engineers, and administrative assistants by assigning and reviewing work, providing training and technical advice, preparing work performance standards, evaluating performance, and initiating disciplinary action. Incumbents also perform the full range of duties described in the series concept. Incumbents report to a Bureau Chief and work is reviewed through completed reports and consultations.

Environmental Health Specialist III: Under limited supervision, incumbents are professionally registered Environmental Health Specialists and perform the full range of duties described in the series concept. Incumbents report directly to Environmental Health Specialist IV's and may assist in training lower level Environmental Health Specialists. Work is reviewed through completed work and meetings with the supervisor as required. This is the journey level in the series.

Environmental Health Specialist II: Under general supervision, incumbents perform the range of duties described in the series concept. Ongoing supervision is provided by the Environmental Health Specialist IV, and work is reviewed regularly to ensure consistency and accuracy. This is a continuing trainee level in the series and progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

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CLASS CONCEPTS (cont'd)

Environmental Health Specialist I: Under close supervision, incumbents receive training in the range of duties described in the series concept. Direct supervision is provided by the Environmental Health Specialist IV and work is reviewed on an on-going basis. This is the entry level class in the series and progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Any person licensed as an Environmental Health Specialist in another state or by the National Environmental Health Association (NEHA) must obtain and maintain a certification of registration by the Nevada State Board within six months of appointment and as a condition of continuing employment.
- * Registration as an Environmental Health Specialist Trainee by the Nevada State Board is required within 90 days of appointment for the I and II levels of this series.

ENVIRONMENTAL HEALTH SPECIALIST IV

EDUCATION AND EXPERIENCE: Licensure as an Environmental Health Specialist and five years of experience performing professional environmental health duties for a regulatory environmental health agency; **OR** two years of experience as an Environmental Health Specialist III in Nevada State service. *(See Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Knowledge of: basic principles and practices of supervision; U.S. Food and Drug and/or U.S. EPA survey methods, techniques, and requirements. **Ability to:** assign and evaluate the work of professional staff; interpret public health laws and write relevant policies; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Knowledge of: personnel regulations related to supervision. **Ability to:** recognize training needs and provide specific training; recognize employee strengths and weaknesses and assign work appropriately; recognize program needs and requirements and implement changes as needed; coordinate the completion of public health projects and the resolution of public health issues.

ENVIRONMENTAL HEALTH SPECIALIST III

EDUCATION AND EXPERIENCE: Licensure as a Environmental Health Specialist and three years of experience performing professional environmental health duties for a regulatory environmental health agency; **OR** two years of experience as an Environmental Health Specialist II in Nevada State service. *(See Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Knowledge of: emergency response techniques and methods which may include hazardous chemical spills or truck wrecks involving food, drugs or cosmetics. **Ability to:** interpret engineering drawings and reports which include soils reports/diagrams, contour maps, data, material specifications, plumbing drawings, and architectural drawings; represent the division in various meetings, prepare and present training and present expert testimony before various official entities, such as State Board of Health; and all knowledge, skills and abilities required at the lower levels.

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MINIMUM QUALIFICATIONS (cont'd)

ENVIRONMENTAL HEALTH SPECIALIST III (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: federal and State regulations governing milk, drug and cosmetic programs.

ENVIRONMENTAL HEALTH SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree in the life sciences and one year of experience performing professional environmental health duties for a regulatory environmental health agency; **OR** one year of experience as an Environmental Health Specialist I in Nevada State service. (*See Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: soils science, hydrology, and geology with respect to evaluating sewage disposal systems and suitable sites for water tank placement. **Ability to:** operate and troubleshoot calibrated testing equipment such as colorimeters, turbidimeters, milk plant calibration equipment, pH meters, and electronic thermometers; take representative samples while ensuring quality control requirements and maintaining valid samples for analysis (e.g., water and food samples); investigate complaints including the identification of problems and solving them in such areas as public nuisances, vector control and epidemiological problems; promote and explain public health laws and regulations through interpersonal contact and education; independently analyze and solve difficult public health problems; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: emergency response techniques and methods which may include hazardous chemical spills or truck wrecks involving food; NAC as applied to public health; the regulations enforced by other State agencies which cover areas such as wells, landfills, sewage disposal methods, child care centers, health facilities and senior citizen centers; wells and water well construction including water systems (pumps, storage facilities, disinfection methods, treatment and distribution; good manufacturing practices as necessary for the manufacture of cosmetics, food and drugs. **Ability to:** analyze food, drug and cosmetic labels for compliance with statutes by reviewing the label and allied literature and technical references; train staff in the use of technical equipment; troubleshoot test equipment.

ENVIRONMENTAL HEALTH SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree in the life sciences or other closely related field. (*See Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: biology, chemistry, epidemiology, physics, and mathematics as applied to public health; the scientific method (observation, experimentation and conclusions) which is used in various investigations, such as food borne illness outbreaks; sampling techniques to ensure quality control requirements are met (e.g., water and food samples). **Ability to:** read and understand technical, legal and scientific documents; organize material, information and human resources in a systematic and logical way to optimize efficiency and minimize duplication of effort; work effectively with frequent interruptions and/or distractions in such locations as construction sites, emergencies, packaging plants and milk plants; perform basic math to determine disinfection rates, design septic systems, and calculate fees; use a personal computer and associated software.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General Knowledge of: building codes and common building practices (Uniform Building Code) and plumbing codes and common plumbing practices (Uniform Plumbing Code); federal standards and

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MINIMUM QUALIFICATIONS (cont'd)

ENVIRONMENTAL HEALTH SPECIALIST I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

regulations of the FDA (Food and Drug Administration) and the EPA (Environmental Protection Agency) which involve water supply standards, milk regulations and packaging and labeling requirements; food handling practices and food preparation methods in restaurants, bars, delicatessens, and food processors; vermin control and pesticide use and application, involving correct application, chemical types, public health and environmental impact significance, and protection of public and self; the prevention and control of diseases through environmental measures (such as personal hygiene and sanitation); calibrated testing equipment such as colorimeters, turbidimeters, milk plant calibration equipment and electronic thermometers; engineering drawings and reports which include soils reports/diagrams, contour maps, material specifications, plumbing drawings, and architectural drawings; investigative techniques which include the identification and resolution of problems in areas such as public nuisances, vector control and epidemiological problems. **Ability to:** make oral presentations in a variety of settings; develop rapport and gain the trust of other people, particularly in adversarial situations; motivate people to comply with public health laws; negotiate, exchange ideas, information and opinions with other people in order to arrive jointly at decisions, conclusions or solutions; manage time effectively and prioritize schedules in order to complete work required or assigned; maintain objectivity in dealing with resistant, indifferent or hostile people; interpret and apply rules, statutes, regulations and procedures consistently in such cases as nuisances, emergencies and epidemiological hazards.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

	<u>10.526</u>	<u>10.529</u>	<u>10.532</u>	<u>10.535</u>
ESTABLISHED:	11/1/66	5/9/60	5/9/60	5/9/60
REVISED:	7/1/69	7/1/69	7/1/69	7/1/69
REVISED:	2/26/76	2/26/76	2/26/76	2/26/76
REVISED:		6/22/76	6/22/76	6/22/76
REVISED:	2/27/80R	2/27/80R	2/27/80R	2/27/80R
	7/18/80PC	7/18/80PC	7/18/80PC	7/18/80PC
REVISED:	10/24/80PC			
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	7/1/87-12P	7/1/87-12P	7/1/87-12P	7/1/87-12P
	1/30/87PC	1/30/87PC	1/30/87PC	1/30/87PC
REVISED:	6/9/89-3	6/9/89-3	6/9/89-3	6/9/89-3
REVISED:	10/1/91R	10/1/91R		
	12/18/91UC	12/18/91UC		
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC	9/19/96PC	9/19/96PC
REVISED:	11/8/05PC	11/8/05PC	11/8/05PC	11/8/05PC
REVISED:	8/24/06UC	8/24/06UC	8/24/06UC	8/24/06UC